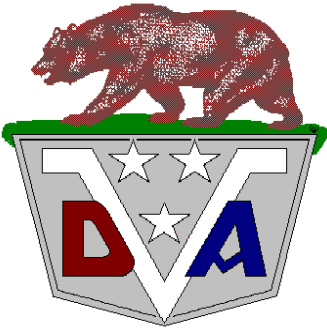


EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

ASSISTANT PROPERTY AGENT

DEPARTMENTAL PROMOTIONAL SPOT EXAM: Applicants must have a permanent civil service appointment with the Department of Veterans Affairs as of the final filing date.

SPOT LOCATIONS: Sacramento Fresno Redding Bakersfield Riverside San Diego

FINAL FILING DATE: MAY 15, 2007

HOW TO APPLY

Applications (Form 678) must be postmarked no later than the final filing date. Applications personally delivered, received via interoffice mail or fax must be received before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.

PLEASE INDICATE WHICH SPOT LOCATION YOU ARE INTERESTED ON YOUR APPLICATION. IF A LOCATION IS NOT INDICATED, THE OFFICE NEAREST TO YOUR HOME ADDRESS WILL BE SELECTED FOR YOU

SUBMIT APPLICATIONS TO: CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS  
Human Resources Division  
1227 "O" Street, Room 402  
Sacramento, CA 95814  
ATTN: Jason Drenik

Submit applications only to address indicated above. Do not submit to the State Personnel Board.

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Applications for Examination." You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

EXAMINATION DATE: No written test is required. It is anticipated that interviews will be held during June 2007

SALARY RANGE: \$3538.00 - \$4300.00

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All competitors must meet the education and/or experience requirements when submitting their application unless there is an early entry feature. It is your responsibility to make sure that you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications.

NOTE: All applications/resumes must include: "to" and "from" date (month/day/year); time base; and class title. Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the requirement time Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

Either I

One year of experience in the California state service performing the duties comparable to a Junior Property Agent. (Persons with nine months of qualifying experience in the California state service may be admitted to the examination but they must satisfactorily complete one year of such experience before they can be considered eligible for appointment.)

Or II

Experience: Three years of experience within the last ten years acquired in one or a combination of the following types of work in a governmental agency, bank, title and trust, savings and loan, insurance, real estate or similar organization lending on or acquiring real property: (1) property appraisal; or (2) building cost estimation; or (3) evaluation of qualifications of applicants for real estate mortgage credit; or (4) examination and interpretation of property titles. (Experience in real estate sales or transfers will not be considered equivalent to the appraisal and valuation work referred to in this requirement.) (This time limitation is extended for a period equivalent to that spent in recognized military service during the last ten years.) AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

THE POSITION: The Assistant Property Agent is a continuation of the on-the-job and other training received at the Junior Property Agent level. Typically agents at the Assistant level have responsibility for technical assignments of average difficulty and work with less latitude for independent action. Close supervision is provided on projects and activities requiring greater responsibility and technical competence. They participate to a greater extent in property acquisition and loan servicing assignments and decision-making actions are supervised and reviewed.

SPECIAL REQUIREMENTS: Willingness to do routine or detailed work in order to learn the loan underwriting and servicing processes and to accept increasing responsibility. Interest in and aptitude for real property appraisal and management. A willingness to work irregular hours and to travel to all parts of the State. Possession of a valid California driver's license, applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.

**EXAMINATION INFORMATION:** This examination will consist of a qualifications appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**QUALIFICATIONS APPRAISAL - WEIGHTED 100%**

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**SCOPE:** In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, related to job demands, each competitor's:

**A. Knowledge of:**

1. General knowledge of real estate principles and practices in order to perform the various functions of loan origination and loan servicing
2. General knowledge of principles, methods, and techniques involved in real property appraisal in order to perform the various functions of loan origination and servicing
3. General knowledge of provisions of the Military and Veterans Code as it relates to real property in order to meet the objectives of the Division of Farm and Home Purchases
4. General knowledge of legal procedures and documents involved in real property transactions in order to perform the various functions of loan origination and servicing
5. General knowledge of real property law in order to perform the various functions of loan origination and servicing and meet the objectives of the Division of Farm and Home Purchases
6. General knowledge of the basic functions of all units and field offices within the Division of Farm and Home Purchases in order to effectively meet Division objectives

**B. Ability to:**

1. Ability to gather, assemble, and analyze data in order to complete assignments, think critically, and provide information as appropriate
2. Ability to make mathematical computations in order to complete basic addition, subtraction, multiplication and division, and complete percentages associated with assigned duties
3. Ability to gain the confidence and cooperation of persons contacted during the course of work in order to establish and maintain good working relationships
4. Ability to speak and write effectively in order to disseminate information, respond to inquiries, and deal tactfully with staff, government agencies, the public, real estate industry, etc.
5. Ability to operate a computer and/or other computerized equipment in order to perform assigned duties
6. Ability to prepare correspondence and reports in order to provide information, correct discrepancies, document data, etc.

**ELIGIBLE LIST INFORMATION:** The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**Veterans Preference Credit** is not granted in promotional examinations.

**GENERAL INFORMATION**

**It is the candidate's responsibility** to contact the California Department of Veterans Affairs three days prior to the written test if he/she has not received his/her notice. **For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Veterans Affairs, Human Resources Division, (916) 653-2535 three weeks after the final filing date if he/she has not received a progress notice.

If a **candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications** are available at State Personnel Board offices, local offices of Employment Development Department and the Department noted on the front. **If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Location:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the information counter of State Personnel Board Offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans' credits. California law limits the granting of veterans preference credit to entrance examinations. When credit is granted it is as follows: 10 points for veterans and windows of veterans: 15 points for disabled veterans. Directions for applying for veteran's preference are on the Veterans Preference Application form, which is available from the State Personnel Board office, on the Internet, and through the Department of Veterans Affairs at P.O. Box 942895, Sacramento, CA 94295-0001.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school on a year-for-year basis.

**TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device (916) 653-1966  
BRD 05/01/07**